



**DEPARTMENT OF THE ARMY**  
**US ARMY COMMUNITY AND FAMILY SUPPORT CENTER**  
**4700 KING STREET**  
**ALEXANDRIA VA 22302-44**

15 January 2004

CFSC-CR

MEMORANDUM FOR DIRECTOR, INSTALLATION MANAGEMENT AGENCY  
2511 JEFFERSON DAVIS HIGHWAY, TAYLOR BUILDING (NC3),  
ARLINGTON, VA 22202-3926

SUBJECT: Army Recreation Awards Program

1. Purpose. This Letter of Instruction (LOI) provides guidance for implementing the United States Army Community and Family Support Center (USACFSC) 2003 - 2004 Recreation Awards Program.

2. Applicability. This LOI applies to all Army installations and communities.

3. Explanation of terms:

a. Morale, Welfare and Recreation (MWR) Program. The Army MWR program is a well-being program that directly supports readiness by providing a variety of community, soldier and family support activities and services. Included are social, recreational, educational, and other activities that enhance community life; foster soldier and unit readiness; promote mental and physical fitness; and generally provide a working and living environment that attracts and retains quality soldiers.

b. For purposes of this LOI, the terms installation and military community are used interchangeably.

4. Objectives. The broad objective of the Recreation Awards Program is to annually identify the outstanding Army community recreation programs and personnel, and recognize their accomplishments. Additionally, the program will:

- a. Recognize noteworthy efforts of the installation in providing recreation activities.
- b. Bring focus and recognition nationally to the installation.
- c. Provide an incentive to installation recreation staff to render dedicated service.

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5. Responsibilities:

a. USACFSC will:

- 1) Provide funding for Army-level awards.
- 2) Conduct evaluation of all award nominations in collaboration with Installation Management Agency representatives.
- 3) Host the awards ceremony.
- 4) Arrange for publicity and winner recognition.

b. Installation Management Agency will:

- 1) Ensure installation personnel are made aware of the program and encouraged to participate.
- 2) Conduct regional competitions to determine finalists for submission to the Army-wide award program. Provide for appropriate recognition of region-level winners.
- 3) Forward award nominations from each region to USACFSC. Region personnel will submit nominations electronically, either by email, CD-ROM or ZIP disk. Region program managers will complete the enclosed summary form and forward it with the submission.

c. Installations will:

- 1) Ensure deserving individuals and exemplary programs are nominated for recognition through this program.
- 2) Develop award program nominations through guidance contained in this instruction. Forward award nominations to Region headquarters. Installations will submit nominations electronically; preferably by email, or consolidated onto one CD-ROM.
- 3) Ensure compliance with suspense dates to permit timely completion of the award program.

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6. Award Categories:

a. Outstanding Installation Recreation Program Award. Installations may forward nominations to the Region. Regions may submit only one nomination per population category. Not more than three awards, one per installation population category, may be conferred annually.

b. Outstanding Program Award. Installations may nominate one candidate from the following program areas: Arts and Crafts, Automotive Skills, Entertainment, Libraries, Outdoor Recreation, Recreation Centers, Sports and Fitness, and Recreation Delivery Program Team. Regions may submit one nomination for each program area in each installation population category. Not more than twenty-four awards may be given annually.

c. Friend of Recreation. Installations may nominate one individual whose affiliation with a recreation program warrants this appellation. Additionally, Regions and USACFSC may nominate individuals to this award. Each Region may submit a maximum of five Friend of Recreation awards. As many as ten Friend awards will be given annually.

d. Recreation Employee-of-the-Year. Installations may nominate one individual to this category. Regions may also make nominations to this award, but may not forward more than one nomination. The nominee will be an activity or program manager who has clearly exhibited outstanding talent and dedication in the field of community recreation.

e. Recreation Career Award. Installations may nominate one individual to this category. Regions may also make nominations to this award, but may not forward more than one nomination. Nominees should have a long term, professional involvement with Army recreation warranting special recognition. Regions may also make nominations to this award, but may not forward more than one nomination.

f. Installation Recreation Program and Recreation Program award categories, based on active duty population count, will be validated through figures reported in the Army Stationing and Installation Plan (ASIP) for the previous fiscal year.

- Small installation - less than 1000 active duty population.
- Medium installation - 1000 to 5000 active duty population.
- Large installation - over 5000 active duty population.

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7. Electronic submission. To simplify the submission and evaluation process nominations will be accepted only in electronic format as an MS-PowerPoint presentation. Each nomination will be submitted by email as an attachment, or on CD-ROM. Specific instructions on developing the nomination package are contained in the 2004 Army Recreation Awards Program Guide (encl). Nominations sent directly from installations to USACFSC will not be accepted.

8. Selection. Award nominations will be reviewed by a panel drawn from Region and USACFSC recreation staff. One small, one medium, and one large installation will be selected as Outstanding Installation Recreation Program. Outstanding Program Awards will be selected for each program, in each category of installation size. Only one winner will be selected for the Outstanding Recreation Employee of the Year and the Career Award. Not more than ten Friend of Recreation awards may be given each year.

9. Type of Awards. Award winners will receive an engraved plaque and certificate recognizing their achievement. In addition to these mementos, recipients of individual awards, i.e. Friend, Employee of the Year and Career Employee, will each receive a \$250 prize. Installation Recreation Program and Recreation Program award winners will receive \$1000 and \$500 awards, respectively, for use towards program purchases.


10. Presentation of Awards.

- a. Awards will be presented at a ceremony to be announced in August 04.
- b. Recognition of regional award winners will be coordinated by the Installation Management Agency.

11. Timeline. For purposes of this award program, activities or events described in nominations should have occurred from 1 June of the previous year to 30 May of the current year. All nominations must be received by USACFSC **NLT 16 July 04**.

12. The POC for the recreation awards program at USACFSC is Mr. Dan Riley, (703) 681-7228, DSN 761-7228, or [recaward@cfsc.army.mil](mailto:recaward@cfsc.army.mil).

Encl

  
MARCY J. STEARNES  
Director,  
Community Recreation



# 2004

# Army Recreation

# Awards Guide

In 2004, the Army Recreation Award program returns as a paperless process. All nominations can be completed and submitted by computer. This guide serves as a roadmap to preparing and submitting e-format award nominations to recognize the great people and programs of Army recreation.

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# Army Recreation Awards

## Format

Nominations to the 2004 award program must be prepared as a brief using MS-PowerPoint software. Presentations can be developed using guidance in this instruction. Templates for nominations are provided, and use of these templates is encouraged. Those wishing to develop slide presentations from scratch must be sure to include all information shown on the sample templates; incomplete submissions will not score favorably. Presentations, saved in the .ppt file format, will be submitted electronically either by email (as an attachment) or on CD-ROM.

## Presentations

The pages that follow list judging criteria for presentations in each of the five award categories. Text blocks used in each slide should be in Arial font, not smaller than 12 point. Do not use animation, background themes or similar features. Where instructions call for images to be added to a slide, use the INSERT menu to embed pictures and object files into your presentation. Use the MS-PowerPoint Help menu for directions on inserting images. Make every effort to minimize the file size of your presentation: files larger than 10 MB will not be accepted.

## Help

For assistance, contact your Regional MWR program manager for details on submission deadlines and mailing addresses.

For further assistance send questions to: [recaward@cfsc.army.mil](mailto:recaward@cfsc.army.mil). Be sure to visit <http://www.armymwr.com/corporate/programs/recreation/awards/> for more information, and to download award templates.

## Army Recreation Awards

Award: Installation Recreation Program of the Year

Synopsis: The Installation Recreation Program of the Year aims at recognizing superior achievement in the operation of a diverse and dynamic community recreation program.

Template: Download presentation template:

<http://www.armymwr.com/corporate/docs/recreation/recawardsinstallationtemplate.ppt>

Presentation limited to 15 Slides:

Slide 1

TITLE SLIDE: Enter Installation name. Enter program size: use the chart included in this instruction to determine installation size. Enter REGION name.

Slide 2

PROGRAMMING: Describe creative, unique or experimental programs implemented during the previous fiscal year. Include programs redesigned for a different target market. Explain how programs were successful. Demonstrate how programs incorporated LERN and RDS principles.

Slide 3

OUTSOURCING: List APF and NAF contracts you use to enhance your program delivery. What new resources have you discovered that have resulted in program improvements (e.g.: in-kind contributions, volunteers, outside funding, land use, facilities, partnerships.)

Slide 4

CUSTOMER SERVICE: How do you determine customer interests and needs (e.g. customer service survey, leisure needs survey, focus groups, suggestion boxes, etc.), and how do you use this information? What actions have you taken to ensure a balance between fiscal responsibility and a customer service orientation in your program?

Slide 5

COMMUNITY PROJECTS / PARTNERSHIPS: Describe partnerships or projects between recreation and the community. Identify the benefits to the recreation program, the partner and the community.

Installation Recreation Program of the Year, continued:

Slide 6

**FACILITIES IMPROVEMENT INITIATIVES:** Describe all projects that improved recreation facilities (consider buildings, grounds, and capital purchases). Include self-help projects completed to a professional standard.

Slide 7

**LEADERSHIP & PROFESSIONAL DEVELOPMENT:** List professional development (e.g. college credit, continuing education credit, certificate programs, etc.) received in the previous fiscal year by recreation employees through attendance at workshops, seminars or training conferences. Indicate success in reaching training goals in the Recreation Baseline Standards.

Slide 8

**MANAGEMENT INFORMATION SYSTEMS:** List automation systems you use. RecTrac users indicate which functions you currently use: Registering of Households; Pass Management; Daily Activity Report submission; activity, league and facility scheduling; use of reports in marketing and programming.

Slide 9

**FINANCIAL MANAGEMENT:** Summarize NAF financial performance for FY03, describing both negative and positive results. Identify and explain any problems in budget variance and in meeting HQDA performance standards. Identify APF resources that supported this program. Your IMWRF fund manager must review and approve this slide.

Slide 10

**PROGRAM MARKETING:** Describe marketing tools you use to generate interest in your program and activities. Discuss your use of printed media, web-based marketing, and radio and television advertising. Consider unconventional approaches in marketing, and unique challenges you must overcome in promoting your program.

Slide 11 - 13

**MARKETING SAMPLES:** Use these slides to show publicity samples e.g. flyers, posters, photographs of banners or signs, still shots from TV ads, etc. Embed graphics and photo files into these slides, by inserting original files or scanning hardcopy prints.

Slide 14

**PHOTOGRAPH:** Insert up to three photographs that document the best aspects of your community recreation program.

Slide 15

**PHOTOGRAPH:** Insert a group photograph of your community recreation team.



# Army Recreation Awards

## Award: Recreation Program of the Year

Synopsis: The Recreation Program of the Year salutes superior achievement of individual recreation programs. Installations may submit a nomination for each recreation program: Arts and Crafts, Automotive Skills, Entertainment, Libraries, Outdoor Recreation and Sport and Fitness.

Template: Download presentation template:

<http://www.armymwr.com/corporate/docs/recreation/recawardsprogramtemplate.ppt>

Presentation limited to 11 slides:

### Slide 1

TITLE SLIDE: Enter Program name. Enter Installation name. Enter program size: use the charts included in this instruction to determine installation size. Enter REGION name.

### Slide 2

SIGNIFICANT IMPROVEMENTS: Indicate improvements during the past year. Consider new and/or improved programs and activities initiated, include renovation or improvement projects, both major and minor (including self-help). List all automation enhancements.

### Slide 3

PROGRAMMING: Identify and briefly describe three creative, unique or experimental programs implemented during the previous year.

### Slide 4

COMMUNITY PROJECTS: Describe direct program involvement with the community, both on and off post. Identify community special events this program leads or participates in.

### Slide 5

SPECIALIZED TRAINING: Indicate any specialized training received by the staff which enabled them to either upgrade or expand programs offered. List specialized training or workshops conducted by program staff for other MWR or installation activities.

### Slide 6

RECOGNITION: List types of recognition or awards received by the activity or program.

Recreation Program of the Year, continued:

Slide 7

**PUBLICITY AND PROMOTION:** Describe successful marketing strategies employed in support of this program. Indicate innovative methods used to promote the program.

Slide 8

**PROGRAM SUMMARY:** Provide a brief synopsis of current program scope and describe how the program will evolve over the next 5 years.

Slide 9-10

**MARKETING SAMPLES:** Use these slides to show publicity samples, e.g. flyers, posters, photographs of banners or signs, still video frames from TV ads, etc. Embed graphics and photo files into these slides, by inserting original files or scanning hardcopy prints.

Slide 11

**PHOTOGRAPH:** Insert a group photograph of your program manager and staff.

## Army Recreation Awards

Award: Friend of Recreation

Synopsis: The Friend of Recreation Award serves to recognize noteworthy contributions of time and effort by individuals outside of the community recreation program.

Template: Download presentation template:

<http://www.armymwr.com/corporate/docs/recreation/recawardsfriendtemplate.ppt>

Presentation limited to 7 Slides:

Slide 1

TITLE SLIDE: Enter name of nominee. Enter Installation name. Enter REGION name.

Slide 2

LENGTH OF SERVICE: Indicate number of months and years of involvement, and the activity or program that benefited from the nominee's contribution. For nominations based on contributions that are not best illustrated by length of service, explain in other terms how the nominee's involvement was significant.

Slide 3

SPECIAL PROJECTS/EVENTS: List any special projects or events the nominee initiated or was responsible for completing.

Slide 4

RECOGNITION: List all awards, letters or other forms of recognition received by the individual as a friend of recreation.

Slide 5

UNIQUE TRAITS: Briefly describe the unique and outstanding traits the individual possesses that merit recognition for this award over other contributors to your program.

Slide 6

SUMMARY: Provide a short summary of the impact the nominee has had in improving the recreation program and community quality of life.

Slide 7

PHOTOGRAPH: Insert a photograph of your Friend of Recreation nominee.

## Army Recreation Awards

Award: Recreation Employee of the Year

Synopsis: The Recreation Employee of the Year award recognizes superior achievement as an Army community recreation professional.

Template: Download presentation template:

<http://www.armymwr.com/corporate/docs/recreation/recawardsemployeetemplate.ppt>

Presentation limited to 7 Slides:

Slide 1

TITLE SLIDE: Enter name of nominee. Enter Current Title of Nominee. Enter Installation name. Enter REGION name.

Slide 2

INNOVATIONS: Indicate new programs or activities which the employee initiated. Identify suggestions or actions which improved programs or facilities.

Slide 3

COMMUNITY EFFORTS: List specific examples of the employee's efforts to enhance community/installation relations. Include any involvement as a volunteer in the community.

Slide 4

RECOGNITION/AWARDS: List all awards, letters, or other forms of recognition received by the employee during this reporting period.

Slide 5

CONTRIBUTIONS TO RECREATION: Indicate specific examples of the nominee's efforts to contribute to the field of recreation through participation as an instructor, speaker, panel member, lecturer, writer, etc.

Slide 6

SUMMARY: Provide a narrative description of the nominee's qualifications for this award, consider: creativity, efforts to bring credit to recreation quality of work, handling of problem situations, and use of resources. Identify specific qualities that merit recognition above other recreation employees.

Slide 7

PHOTOGRAPH: Insert a photograph of the nominee.



## Army Recreation Awards

**Award:** Career Recreation Employee

**Synopsis:** The Career Recreation Employee award recognizes superior achievement as an Army community recreation professional.

**Template:** Download presentation template:

<http://www.armymwr.com/corporate/docs/recreation/recawardscareertemplate.ppt>

**Presentation limited to 7 Slides:**

**Slide 1**

**TITLE SLIDE:** Enter name of nominee. Enter current title. Enter Installation name. Enter REGION name.

**Slide 2**

**LENGTH OF SERVICE; RECOGNITION:** Indicate total number of years of employment with the recreation program. List chronologically all positions held in recreation. Indicate number years as a civilian employee in recreation, and years served in the military in recreation. List all awards, certificates or other forms of recognition received.

**Slide 3**

**SIGNIFICANT ACCOMPLISHMENTS:** Indicate significant accomplishments in the following areas: improving community recreation, enhancing well-being, inspiring fellow employees, and actions taken to improve community relationships. Demonstrate nominee's initiative and skill in responding to workplace challenges, and in devising and implementing new work methods or procedures.

**Slide 4**

**INNOVATION:** Cite examples of innovation in programming initiatives or management practices.

**Slide 5**

**LEADERSHIP:** Provide examples of the nominee's exemplary leadership abilities that benefited the community recreation program.

**Slide 6**

**SUMMARY:** Briefly describe specific attributes of the individual that merit recognition above other recreation career employees.

**Slide 7**

**PHOTOGRAPH:** Insert one or more photograph(s) of the nominee.

## Army Recreation Awards Small Installations

Adelphi Laboratory Center  
All 9th Rsc  
Anniston Army Depot  
Bad Aibling Kaserne  
Blue Grass Army Depot  
Bremerhaven  
Camp Ashland  
Camp Atterbury  
Camp Beauregard  
Camp Blanding  
Camp Bonifas  
Camp Castle  
Camp Darby  
Camp Dawson-Kingwood  
Camp Dodge Johnston  
Camp Eagle  
Camp Edwards  
Camp Essayons  
Camp Falling Water  
Camp Garry Owen  
Camp Giant  
Camp Grafton  
Camp Grayling  
Camp Greaves  
Camp Guernsey  
Camp Hialeah  
Camp Howze  
Camp Jackson  
Camp Joseph T Robinson  
Camp Kyle  
Camp Long  
Camp Market  
Camp Mc Cain  
Camp Page  
Camp Rilea  
Camp Ripley  
Camp Roberts  
Camp Santiago  
Camp Sears  
Camp Shelby  
Camp Smith  
Camp Stanley  
Camp Stanton  
Camp Swift

Camp Williams  
Camp Yongin  
Carlisle Barracks  
C. E. Kelly Spt Facility  
C. M. Price Spt Ctr  
Corpus Christi Depot  
Crane AAA  
Dahlonaga  
Deseret Chemical Depot  
Detroit Arsenal  
Devens Reserve TA  
Dugway Proving Ground  
Ethan Allen Range  
Far East Dist Engr  
Fort A P Hill  
Fort Buchanan  
Fort Chaffee  
Fort Custer  
Fort Detrick  
Fort Gillem  
Fort Greely  
Fort Hamilton  
Fort Hunter Liggett  
Fort Indiantown Gap  
Fort McClellan  
Fort McCoy  
Fort Monmouth  
Fort Monroe  
Fort Pickett  
Ft W. H. Harrison  
Garmisch  
Gowen Field Boise  
H220 Heliport  
Hawthorne Army Depot  
Holston AAP  
Iowa AAP  
K-16 Air Base  
Kansas AAP  
Lake City AAP  
Letterkenny Army Depot  
Lima Army Tank Plant  
Lone Star AAP  
Mcalester AAP  
McCrary Training Site

Milan AAP  
Newport Depot  
Okinawa  
Parks Training Area  
Picatinny Arsenal  
Pier # 8  
Pine Bluff Arsenal  
Pueblo Chemical Depot  
Pusan Storage Facility  
Radford AAP  
Ravenna AAP  
Red River Army Depot  
Retreat Center  
Riverbank AAP  
Rock Island Arsenal  
Sat Com  
Schinnen  
Sierra Army Depot  
Soldier Systems Center  
Sunny Point Terminal  
Swiss and Swede Camp  
Tango  
Tobyhanna Army Depot  
Tokyo  
Tongduchon Report Sites  
Tooele Army Depot  
Twin Cities AAP  
Umatilla Depot  
Us Army Garrison  
Selfridge ANGB  
VTS Milan  
VTS Smyrna  
W.H. Ford Training Center  
Watervliet Arsenal  
White Sands MR  
Yakima Training Center  
Yuma Proving Ground

**Army Recreation Awards  
Medium Installations**

Aberdeen Proving Ground  
Ansbach  
Bamberg  
Baumholder  
Camp Carroll  
Camp Ederle - Vicenza  
Camp Henry  
Camp Hovey  
Camp Humphreys  
Camp Red Cloud  
Camp Stanley  
Chievres SHAPE  
Darmstadt  
Fort Belvoir  
Fort Dix  
Fort Leavenworth  
Fort McPherson  
Fort Myer  
Fort Richardson  
Fort Shafter  
Fort Story  
Fort Wainwright  
Giebelstadt  
Giessen  
Grafenwoehr  
Hanau  
Heidelberg  
Hohenfels  
Hunter Army Airfield  
Kaiserslautern  
Kitzingen  
Mannheim  
Presidio Of Monterey  
Redstone Arsenal  
Reed Walter AMC  
Schweinfurt  
Stuttgart  
Vilseck  
Wuerzburg

**Large Installations**

Camp Casey  
Fort Benning  
Fort Bliss  
Fort Bragg  
Fort Carson  
Fort Drum  
Fort Eustis  
Fort Gordon  
Fort Hood  
Fort Huachuca  
Fort Irwin  
Fort Jackson  
Fort Knox  
Fort Lee  
Fort Leonard Wood  
Fort Lewis  
Fort Meade  
Fort Polk  
Fort Riley  
Fort Rucker Al  
Fort Sam Houston  
Fort Sill Ok  
Fort Stewart  
Ft Campbell  
Schofield Barracks  
West Point  
Wiesbaden  
Yongsan

## Army Recreation Awards Scoring Sheet

Award:	Installation Recreation Program of the Year
Installation:	

Slide		Maximum Points	Points Awarded
1	Title Slide	0	0
2	Programming	20	
3	Outsourcing	10	
4	Customer Service	10	
5	Community Projects / Partnerships	10	
6	Facilities Improvement Initiatives	10	
7	Leadership & Professional Development	10	
8	Management Information Systems	10	
9	Financial Management	10	
10	Program Marketing	10	
11	Marketing Samples	0	0
12	Marketing Samples	0	0
13	Marketing Samples	0	0
14	Photograph	0	0
15	Photograph	0	0
Total		100	

Scored By:



## Army Recreation Awards Scoring Sheet

Award:	Recreation Program of the Year
Installation:	
Program:	

Slide		Maximum Points	Points Awarded
1	Title Slide	0	0
2	Significant Improvements	20	
3	Programming	20	
4	Community Projects	10	
5	Specialized Training	10	
6	Recognition	10	
7	Publicity And Promotion	10	
8	Program Summary	20	
9	Marketing Samples	0	0
10	Marketing Samples	0	0
11	Photograph	0	0
Total		100	

Scored By:

## Army Recreation Awards Scoring Sheet

Award:	Friend of Recreation
Installation:	

Slide		Maximum Points	Points Awarded
1	Title Slide	0	0
2	Length Of Service	15	
3	Special Projects/Events	25	
4	Recognition	15	
5	Unique Traits	25	
6	Summary	20	
7	Photograph	0	0
Total		100	

Scored By:

## Army Recreation Awards Scoring Sheet

Award:	Recreation Employee of the Year
Installation:	

Slide		Maximum Points	Points Awarded
1	Title Slide	0	0
2	Innovations	25	
3	Community Efforts	15	
4	Recognition/Awards	15	
5	Contributions To Recreation	25	
6	Summary	20	
7	Photograph	0	0
Total		100	

Scored By:

## Army Recreation Awards Scoring Sheet

Award:	Career Recreation Employee
Installation:	

Slide		Maximum Points	Points Awarded
1	TITLE SLIDE	0	0
2	LENGTH OF SERVICE; RECOGNITION	15	
3	SIGNIFICANT ACCOMPLISHMENTS	25	
4	INNOVATION	15	
5	LEADERSHIP	25	
6	SUMMARY	20	
7	PHOTOGRAPH	0	0
Total		100	

Scored By:



# Army Recreation Awards

## Region Summary Form

Outstanding Installation Recreation Program		NOMINEE
< 1000 active duty population		
1000 - 5000 active duty population		
> 5000 active duty population		

Outstanding Program – Arts and Crafts		NOMINEE
< 1000 active duty population		
1000 - 5000 active duty population		
> 5000 active duty population		

Outstanding Program – Automotive Skills		
< 1000 active duty population		
1000 - 5000 active duty population		
> 5000 active duty population		

Outstanding Program - Entertainment		NOMINEE
< 1000 active duty population		
1000 - 5000 active duty population		
> 5000 active duty population		

Outstanding Program - Library		NOMINEE
< 1000 active duty population		
1000 - 5000 active duty population		
> 5000 active duty population		

Outstanding Program - Outdoor Recreation		NOMINEE
< 1000 active duty population		
1000 - 5000 active duty population		
> 5000 active duty population		

# Army Recreation Awards

## Region Summary Form

Outstanding Program - Recreation Centers	NOMINEE
< 1000 active duty population	
1000 - 5000 active duty population	
> 5000 active duty population	

Outstanding Program – Sports & Fitness	NOMINEE
< 1000 active duty population	
1000 - 5000 active duty population	
> 5000 active duty population	

Outstanding Program - RDS Team	NOMINEE
< 1000 active duty population	
1000 - 5000 active duty population	
> 5000 active duty population	

NOMINEE		
Outstanding Recreation Employee-of-the-Year	Name:	
	Installation:	
	Program:	

NOMINEE		
Career Award	Name:	
	Installation:	

NOMINEE		
Friend of Recreation (1 <sup>st</sup> Priority)	Name:	
	Installation:	

# Army Recreation Awards

## Region Summary Form

NOMINEE		
Friend of Recreation (2nd Priority)	Name:	
	Installation:	

NOMINEE		
Friend of Recreation (3 <sup>rd</sup> Priority)	Name:	
	Installation:	

NOMINEE		
Friend of Recreation (4 <sup>th</sup> Priority)	Name:	
	Installation:	

NOMINEE		
Friend of Recreation (5 <sup>th</sup> Priority)	Name:	
	Installation:	

REGION:	
REGION POC:	
DATE:	